

Journalism Department Meeting Minutes

April 21, 2025

Attendees: Kate McLaughlin, Stefanie Frith, Jessica Martinez; **Division Office:** Scott Kushigemachi, Ed Rice, Erica Soohoo

General Business:

1. JEA high school conference
 - Kate provided feedback on the JEA conference and felt that overall, it went well and they'd do it again.
2. Personal Leave
 - This was addressed before the meeting.
3. Newsroom server issues
 - Stefanie provided an update on the server issues occurring in the newsroom.
4. Takedown requests
 - Faculty discussed takedown requests received.
5. Library form required to shoot photos/video
 - Faculty brought up the form that is required for students to shoot photos/videos in the Library.
6. Attendance questions
 - Faculty confirmed the absence requirement.
7. Advertising money from blue racks
 - Advertising money earned is specified in the contract.
8. Supply orders
 - The cutoff date for supplies from Complete Office is 5/9.
9. Peer evaluation question
 - Faculty received clarification on peer evaluation.
10. Data backup for Windows 11 upgrade
 - Kate and Stefanie confirmed they both use Macs.
11. Spring 2026 schedule
 - Scott reviewed the Spring 2026 schedule and confirmed changes and assignments.

Updates:

- Academic Senate (Stephanie B., Shane, Kevin, Brent, Sean, Erica B.)
 - No representatives in attendance
- AFT/Union (Shane, Susan, Elayne, Mora, Sean)
 - No representatives in attendance
- ASO
 - No representatives in attendance
- Counseling (Sabra, Rosa, Amy, Rocio)
 - Reminder about [LCJ's Sign Language Career Panel](#) on Wednesday, May 7th from 4:00-6:00pm, will be held Hyflex- both via Zoom and in Distance Education (LIB-166). Please help us share with your students (*particularly SLAN faculty*)
 - Note: Other career workshops and events viewable on [career website](#)
 - Registration dates:
 - Summer registration begins Monday, May 19th
 - Fall registration starts Tuesday, May 27th
 - Students may check MyECC for their registration appointments starting May 12th
 - Admissions is accepting [Summer Graduation Intent](#)s: deadline Thursday, July 10th 4:00pm
 - Commencement Ceremony is Friday June 13th- more info on [commencement website](#)
- DCC (Chelsea, Matt K.)
 - No representatives in attendance
- Guided Pathways (Argelia, Chris P.)
 - No representatives in attendance
- SLO (Andrew, Elise, Nida)
 - No representatives in attendance